

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
Associate, Purchasing & Business Services

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 85 Alumni Road, Newington, CT

Hours:

Salary: \$60,178

Closing Date: October 9, 2015

General Knowledge: Technical level knowledge involving the requisition and purchase of materials, supplies, equipment and contractual services, along with professional level fiscal and administrative functions which may include, accounting, accounts payable, receipts, accounts receivable and budgeting.

Preferred Skills and Ability: Purchasing, accounting, accounts payable, budget preparation or inventory control; ability to prepare and interpret financial reports.

Special Knowledge: Considerable knowledge of principles and practices of public administration with special reference to governmental accounting, purchasing, inventory control and budget management;

Position Summary:

Performs a full range of technical level duties involving the requisition and purchase of materials, supplies, equipment and contractual services, with a focus on technology equipment; Assists with budget projections, preparation, development and management by compiling and consolidation data; Performs reconciliation of purchases and various accounts; Assists in planning, designing and implementing fiscal procedures or systems, and recommends accounting related improvements; Prepares various financial and administrative reports utilizing the State and College's information technology systems for financial reporting; Develops written procedures for Business Office functions and maintains procedure manual.

Special Experience: In purchasing, the primary focus is on technology equipment and assisting the CIO with soliciting bids, recommending contract awards, inventory, and capital equipment reporting and budgeting.

Eligibility Requirement: Bachelor's degree and a minimum of four (4) years (or Master's degree and two (2) years) of relevant experience involving any combination of technical work in purchasing, accounting, accounts payable, budget preparation or inventory control.

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume by October 9, 2015 at www.charteroak.edu/AboutUs/Employment. No phone calls please.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.